

Travel & Expense Account Summary

Employee Name KIMBERLY BELSHE
Expense Dates 03/30/10-05/17/10
Report Name Various Offsite Meetings

Request Total \$ 41.50
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 41.50

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Capitol mtgs.	15.50
Regular Travel	Offsite mtg.	12.50
Regular Travel	Offsite Meeting	4.50
Regular Travel	Offsite meeting	9.00

NOTE: (d)=Direct Charge

DATE	Tue Mar 30									TOTAL
Parking, Auto	9.00									9.00
TOTALS \$	9.00									9.00

DATE	Mon May 17									TOTAL
Parking, Auto	4.50									4.50
TOTALS \$	4.50									4.50

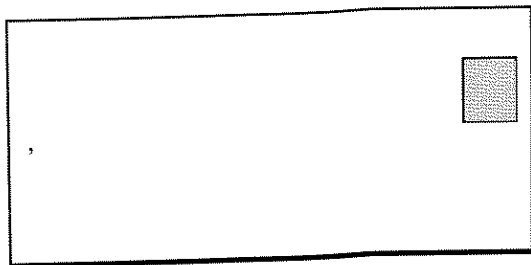
DATE	Mon May 10									TOTAL
Parking, Auto	12.50									12.50
TOTALS \$	12.50									12.50

Travel & Expense Account Summary

DATE	Tue May 11									TOTAL
Parking, Auto	15.50									15.50
TOTALS \$	15.50									15.50

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To



Employee Name	<u>BELSHE, KIMBERLY</u>
Expense Dates	<u>03/30/10-05/17/10</u>
Total Expense Amount	<u>41.50</u>
Amount Due Employee	<u>41.50</u>
Form ID	<u>TEA000705760</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 05/10	Parking, Auto	12.50	
2) 05/11	Parking, Auto	15.50	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes
2)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes
3)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes
4)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

I have reviewed the following documents.

**Travel & Expense Account
Transmittal Sheet**

Approved
by:

SONIA P FERNANDEZ-HERRERA